

eMARS Frequently Asked Questions (FAQ)



Release One

Prepared for
**Commonwealth
of Kentucky
eMARS Project**

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Frequently Asked Questions Update Log			
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1 eMARS Functionality

Question		Answer
1.	If I fail to logout of eMARS by using the "Log Out" button and click "X" will I have to wait until timeout to log back in?	No, you can log into the application multiple times.
2.	Through the accessibility menu in Advantage, can you change the font size?	There are essentially two ways to change font sizes in Advantage. The first is to change the display resolution settings from the recommended 1024x768 to 800x600. The second is to change the Text Size setting in Internet Explorer. To change the Text Size, click View on the Internet Explorer toolbar; click Text Size, and select Larger or Largest (the default IE setting, and the one used by Advantage 3, is Medium)
3.	Through the accessibility menu in Advantage, can you change all mouse options to a keyboard function?	It is not necessary to change the mouse options to keyboard functions. Under the Accessibility, Key Accessibility Features section, the section Access Keys states, "The system provides shortcut keys to commonly used actions. These shortcuts can be used either through JAWS or directly through the browser ([ALT + Access Key] then Enter Key). This table lists the access keys available to AMS Advantage users." The table in the section lists all the access keys and their respective functions.

2 eMARS Reporting

Question	Answer
1. Today, I utilize both Seagate and Document Direct for my reporting needs. Will all reporting be met through InfoAdvantage, or will there be some other application that I also have to review for my reporting needs?	All reports for end-users will be in InfoAdvantage.
2. What is Business Objects?	InfoAdvantage is based on a product called Business Objects.
3. What is the major difference between the thick and thin clients?	In the thick client, two universes can be joined. Thin Client is limited to a single universe. Thick client also has more export file formats. In thin client you can set up "data drilling", in thick client, you cannot.
4. Can we go to the playground and get to InfoAdvantage?	Yes
5. Is the data in InfoAdvantage "real time".	No, the data will be loaded nightly from Advantage, which is the same process used for MRDB today.
6. Will agencies have Power Users?	Everyone will be a Power User, meaning they will have the ability to create reports within InfoAdvantage.
7. Will I be able to send someone a static copy of report that does not change?	Yes, this is done by running the report, saving it as PDF file, and either sending it to the user's inbox within InfoAdvantage or (the preferred method is) sending it via e-mail it to the user.
8. When sending a report within InfoAdvantage, who will be listed in the in box listing (i.e. eMARS users only)?	Users can view/send reports to anyone who has access to infoAdvantage (for the most part, any/all eMARS users)
9. Can you select more than one user at a time to send a report to (i.e. hold CTL or SHIFT key down to select multiple users)?	Yes, it works just like Microsoft products.
10. How will I know when I have a new report in my InfoAdvantage in box?	There is no notification. Users should monitor their InfoAdvantage inbox frequently.
11. How can I send a report to someone outside of eMARS?	Export the report to a PDF, XLS, or CVS file format and e-mail the report to the individual(s).

Question	Answer
12. Will I be able to store historical reports?	Yes, any report that needs to be saved for an extended period should be exported and stored "offline" on a network drive.
13. Will we be able to see other cabinet's and/or department's reports?	No, you will only see those you have security to access.
14. Is a shared document for everyone?	Within shared documents, users will be granted access to a folder for their cabinet and/or department. That folder will be used/shared by other users in that agency.
15. Will all users have the capability to share documents or will this functionality be used by Statewide Accounting Services only?	Users will be allowed to share reports within the shared folder for their department.
16. Are shared documents purged from InfoAdvantage?	Currently there is no plan to purge shared documents unless space becomes a concern.
17. When sending reports to other infoAdvantage users will we see a User ID or the user's name?	The User ID will be displayed.
18. Do InfoAdvantage reports export cleaner to Excel xls format than Seagate does today?	Yes
19. What does the Document date represent within InfoAdvantage?	The last refreshed date.
20. What is Manual refresh?	When you open a report, it requires you to refresh it, this is known as Manual refresh.
21. What is Scheduled Refresh?	Users can choose when they want to schedule the report. (like using Scheduler in Seagate)
22. Once you run a report should you delete it?	No, you can save the report, but when you refresh it, it will overlay the report with the refreshed data. If you want historical copies of previous reports you will need to save to a server location prior to refreshing the report.
23. Do you have to save a report to use it?	No, only save a report if you think you will need it again or if it would be very difficult to recreate.

3 eMARS Procurement

Question	Answer
<p>1. How will payments for Memoranda of Agreement (MOA) and Personal Service Contracts (PSC) established in PD as Master Agreements (MA) be made after June 20, since invoices for work performed on these contracts will be received well after that date?</p>	<p>Because of questions that have arisen during the Introduction to eMARS classes, the project team has modified plans for conversion on these documents. If the contracts contain: 1) a Not to Exceed amount; 2) each commodity line has both a unit price and quantity, or a miscellaneous amount; 3) an expiration date after 6/29/2006; and, 4) a balance greater than \$999.99, they will be converted in the following manner:</p> <ul style="list-style-type: none"> ✓ Prior to 6/24, payments will be made in PD in a normal fashion ✓ On the night of 6/23 both the MA and their associated Delivery Orders will be closed in PD and the process to convert the MA to a PON2 document in eMARS will be initiated. ✓ On 7/1, all with the exception of Capital Budget contracts will be available for payment in eMARS.
<p>2. How will payments for non PSC and MOA contracts established in PD as MA or Catalog Master Agreements (CMA) be made after June 20?</p>	<p>The conversion process for these contracts has not changed. They will be extracted from PD on 6/20 to begin the process for conversion into eMARS. Because these contracts have no ceilings, users will still be able to make payments against them in PD until 7/6/06. Users will also be able to begin making payments against them in eMARS on 7/1/2006. DO referencing these contracts will be closed in PD on 7/3/2006, and loaded to eMARS during the weekend of 7/8/2006, and will be available for payments at that time.</p>
<p>3. How will payments for encumbered contracts (with the exception of DO for PSC and MOA contracts or the DO referencing other MA with Not to Exceed amounts) be made at year-end?</p>	<p>These contract balances will be closed on 7/4/2006 in PD. They will be loaded to eMARS during the weekend of 7/8/2006.</p>
<p>4. How are commodity contracts that statutorily must expire at the end of the biennium, but may have the ability to be renewed again, being converted?</p>	<p>The project team is not aware of any contracts that fit into this category. Please provide specific contract numbers to your Agency Implementation Lead (AIL) who will forward the contracts to the project team through their Agency Liaison Manager for review.</p>

Question	Answer
<p>5. If a contract modification is in progress, can you still make a payment against the contract? What if the modification is approved prior to payment?</p>	<p>Payment referencing is much improved in eMARS. PRC processing will always bring in the current contract information upon validation, even if a document is created referencing a version, and a modification is created and released during the time period. This will ensure that the payment is accurate as of the date it is approved. Caution if a delivery order is not created, the contract amount may be reflected differently between the time the goods are ordered and the time they are paid for, if there had been a price change during that period. If a delivery order is issued, the price will be firm as of the DO date, regardless if a MA modification is made prior to the payment being made. Issuance of a delivery order protects the interest of the Commonwealth. Prices almost never decrease.</p>
<p>6. I was told in the KPPA meeting that only one accounting line on a commodity would be converted in the contract conversion process. Why?</p>	<p>In that meeting, a situation was explained where there is more than one commodity line on a PD MA that will be converted to a PO2 or PON2 document in eMARS, but it is impossible to determine the appropriate line amount due to the entry of 0 in quantity with a unit cost. This should not be the case on contracts of this nature, and the decision that was in place at the time of the KPPA meeting has been changed. Because this information is not accurate, the project team has decided to not convert those contracts to eMARS (in PD today there are only 2 contracts that meet this criteria).</p>

4 eMARS Security

Question		Answer
1.	What will be the required format of the eMARS password?	It will have to be at least 7 characters long and contain at least one special character, one lower case letter and one number.
2.	Will the eMARS passwords expire?	Yes, every 30 days.



5 eMARS Travel

Question		Answer
1.	What is the process to pay out of state travel in July that was authorized in MARS.	Pay for the trip on a stand-alone TP document.